



## State of Nevada – Department Of Personnel

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### CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
COORDINATOR OF ASSESSMENT STANDARDS	36	B	7.419

#### DEFINITION OF CLASS:

Under general direction, conducts on-going analysis and evaluation and assists the Division Chief in administering property tax laws and administrative regulations, policies and procedures; supervises the administration of the legally mandated statewide mapping and parceling system; manages a statewide education and training program for property tax appraisers; performs related work as required.

#### DISTINGUISHING CHARACTERISTICS:

This is a single position classification. The incumbent in this classification reports to the Chief, Division of Assessment Standards and supervises engineering technicians.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Supervises and reviews the performance of technical staff who evaluate and/or assist counties in mapping and parceling land statewide to ensure their accuracy and compliance with statewide system. Supervision includes selection, work assignment and review, training, performance appraisal and recommendation of disciplinary action.

Analyzes and evaluates current and proposed property tax laws in order to recommend a course of action for the Department to take concerning property tax issues and to develop and/or revise administrative regulations which comply with the legislation. Writes legislative overview in order to supply staff, county assessors, tax commissioners, and board of equalization members with a summary and analysis of all new legislation.

Formulates and/or directs the formulation of written and oral directives for public and private officials on matters concerning property assessment and taxation. Written directives are in the form of policy statements and manuals.

Gathers and assists in evaluating data pertaining to bill draft requests and fiscal notes required by the legislature and composes a Department response.

**EXAMPLES OF WORK:** (Cont.)

Reviews the operations of each section and performance standards for each position within the division to ensure that written policies, procedures and standards relating to these operations and positions are thorough, accurate and up-to-date. Develops and/or directs the development and recommends revised policies, procedures and standards as necessary.

Examines the format and contents of all division published documents such as appraisal and assessment bulletins, manuals, studies and reports to ensure compliance with property tax law, administrative regulations, policy statements and directives.

Administers the appraiser certification and continuing education program for property tax assessment personnel statewide in order to comply with State law including developing and recommending curriculum, updating and conducting the examination, maintaining records and educating all appraisers, assessors and independent contractors of the requirements.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and/or needed to perform the work assigned.)

Knowledge of the State Administrative Manual, Nevada Administrative Code and Rules for State Personnel Administration. Knowledge of supervisory techniques including disciplinary processes, motivation, employee evaluation and the development of work performance standards.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of appraisal methods, principles and practices in order to independently value property. Knowledge of technical and legal terminology, documents, descriptions, etc. Knowledge of Federal and State laws, policies and procedures relating to assessment and taxation.

Skill in algebraic, geometrical and technical math in order to correctly calculate and/or verify computations of land parcels.

EDUCATION AND/OR WORK EXPERIENCE:

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Graduation from an accredited four year college or university and four years of responsible professional experience in public or business administration which required frequent public contact in explaining and interpreting program content and program rules and regulations, preparing and presenting oral and written reports and developing and conducting training sessions; two years of the above required experience must be in real or personal property appraisal; OR

II

An equivalent combination of education and experience.

LICENSE:

Certification as property tax appraiser by the Nevada Department of Taxation is required.

A valid State of Nevada driver's license or evidence of equivalent mobility.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>7.419</u>
REVISED:	01/29/82
	07/01/93P
	09/24/92PC